

**West of Scotland Housing Association
Minutes of the Management Committee Meeting
Wednesday 30th November 2016**

PUBLIC MINUTE

Some Information has been removed for confidentiality

<p>Present: Ruth Simpson (Chair), Clare Newton, Elaine Davidson, Ian McGibbon, Rab Morrow, Colin Menabney, Robert Higgins, Ena Hutchison, Kelly Adams, Katy McLeod, Jim Hayton</p> <p>In Attendance: Lynne Donnelly, Chief Executive Officer (CEO); Colin MacCallum, Director of Finance and Corporate Services; Jennifer Cairns, Corporate Services Manager; Susie Houston, Executive Assistant; Simon Walker, Solicitor, Gentoo.</p>	
<p>1. Apologies Apologies were submitted by Anne Reid and Paul MacAninch. The Chairperson welcomed Committee to the meeting.</p>	
<p>2. Disclosure of Interests No interests were disclosed.</p>	
<p>3. Approval of Minutes The approval of the minutes from the Committee Meetings on 26th October 2016 was proposed by Robert Higgins and seconded by Elaine Davidson.</p>	Approved
<p>4. Matters Arising All matters arising were noted as complete</p>	
<p>5. Committee Briefing The CEO highlighted key areas from the Committee Briefing. The Chair asked Committee if they could be available on the 27th January to have an away day to look at the strategy. She advised it would be during the day.</p>	
<p>6. Review of Performance against Business Plan The CEO gave an overview of the performance against the business plan to end of quarter 2. She advised that it had been agreed by the Audit Committee that the allocations policy would be drafted within six months of the new legislation being issued. The Committee approved changes to target deadline dates. The Committee agreed attendance at Corporate Planning Away Day on 27th January 2017.</p>	Approved

<p>7. Performance Reports The Corporate Services Manager highlighted the Association's performance against a range of previously approved key performance indicators (KPIs) for the first six months of the financial year to the end of quarter 2. Committee noted the performance and asked Jennifer if up to date information can be provided to January Committee for any KPI's that we are able to report on. The Corporate Services manager agreed to bring back any KPI's that we are able to report to January Committee.</p>	Action
<p>8. Performance against Day to Day repairs The CEO presented a review of Carillion's performance against KPIs for the period 1st August 2016 to 30th September 2016. Committee were happy to see that performance was improving.</p>	
<p>9. Management Accounts Q2 The Director of Finance and Corporate Services presented the financial performance of the Association for the quarter to 30th September 2016. The Committee requested a breakdown of the total spend so far at Anniesland, It was agreed that this would be provided at the January meeting.</p>	Action
<p>10. Draft Budget 2017/18 The Director of Finance and Corporate Services advised this was an early draft of the budget for 2017/18 and that a paper will be brought to the January Committee which will have greater detail. The Committee discussed the Stock Condition Survey and feel that once this is complete we will have a more accurate budget. The Committee commented that it was good to see Development activity included within the budget.</p>	
<p>11. Write Off Report The CEO outlined the proposal to write off historical former tenant arrears for the 6 month period 1 April 2016 to 30 September 2016.</p> <p>Committee approved the recommendation to write off 26 former tenant arrears to the total value of £19,139.88 and to write off 2 former tenant other recoverable amounts to the total value of £500.</p>	Approved
<p>12. Procurement Strategy The Corporate Services Manager gave an overview of the new proposed Procurement Strategy for the Association. The Committee approved the Procurement Strategy. This will now be published on our website.</p>	Approved
<p>13. Committee Recruitment and Induction Policy The Corporate Service Manager advised the recent governance review highlighted that there is not a written recruitment or induction policy for Committee and presented the two new policies. Committee felt that although there was not a specific policy in</p>	

place we were already following this process. The new policies were approved.	Approved
14. Committee Training and Development Plan The Corporate Services Manager advised that following the annual appraisal process, a training and development plan has been developed for the Committee for the next year. The Committee approved the plan.	Approved
15. Development Update The CEO advised Committee of the current status of each project within the Development Programme 2016/17 onwards.	
16. TAG Minute The minute for the TAG meeting on 7 th November 2016 was noted.	
16. Resolutions The Corporate Services Manager highlighted documents signed under the resolutions and advised that there was one application for membership, the application was approved.	Approved
17. Notifiable Events None	
18. AOCB The Corporate Services Manager requested approval to tender for external auditors, the Committee approved.	Approved
19. DONM 25th January 2017	